

FY 2006 Quarter 2
FINANCIAL REPORTING WORK PLAN
DATE PREPARED: 3/14/2006

Memo:

- Financial Statements are due to OMB 21 days after close of quarter – Quarter 2, FY 2006 due **April 21, 2006**

March 1

- E-mail bureaus summary of new requirements/changes to the FS process

March 8

- E-mail bureaus updated CFO Guidance

No later than March 15

- E-mail bureaus the manual templates

March 20 – March 24

- Prepare pro-forma financial statements

March 27 – March 31

- Design Pond prepares pro forma financial statements

April 12 – April 13

- Email Retrieve flux files to bureaus
- Perform checking of Hyperion/Manual Submissions and issue comments to bureaus in most cases
- Perform Intra-Commerce TSR Checking
- Perform FBWT Footnote to SBR data tie-point checking
- Perform SF-132s to SBR/USSGLs checking

April 13

- Issue Intra-Commerce Grids/High-level Summary/Summary of Differences > \$250K to Bureaus
- Review Finance Officer signed Checklists, Net Position Analyses and Explanations, and Anomaly Balances and Explanation
- Continue preparing bureau binders

April 14 – April 15

- Prepare Intra-Governmental TDR/TSR to Access
- Bureau Liaisons perform TSR checking

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April 14 – 2 P.M. or Earlier – LOCK DOWN

- Clear bureau responses to initial OFM comments (Hyperion/Manual submissions)
- All Journal Entries will be completed, except Statement of Net Cost (SNC) and Statement of Financing (SOF) preparation, SNC will have an impact on the Statement of Changes in Net Position (SCNP)
- Start preparation of financial statements, footnotes, RSI, and RSSI

April 15

- Review bureaus' flux analyses and send comments to bureaus
- Continue preparing financial statements, footnotes, RSI, and RSSI
- Begin preparing financial statement fluctuation analyses for BS, SNC, and SBR
- Fax any completed statements, footnotes, RSI, and/or RSSI to Design Pond, **Must Fax 3 OMB Statements: BS, SNC, and SBR**

April 16 – IF NECESSARY

April 17

- If applicable, fax to Design Pond anything not yet faxed (i.e. RSSI, certain footnotes)
- Perform first review of statements, footnotes, RSI and RSSI
- Perform 13_ENTITIES tie-points checking
- Continue preparing fluctuation analyses for BS, SNC, and SBR
- Begin preparation of footnote fluxes and other analyses (i.e. anomaly balances)

April 18

- Complete first review of statements, footnotes, RSI, and RSSI and begin second reviews
- Complete 13_ENTITIES tie-points checking
- Begin first reviews of fluctuation analyses for BS, SNC, and SBR
- Continue preparation of footnote fluxes and other analyses

April 19

- Complete second reviews of statements, footnotes, RSI, and RSSI
- Perform comprehensive printer statements checking
- Complete first reviews of fluctuation analyses for BS, SNC, and SBR and deliver to Lisa
- Begin first reviews of footnote fluxes and other analyses

April 20

- **Deliver to Lisa the 3 OMB Statements: BS, SNC, and SBR**
- Complete first reviews of footnote fluxes and other analyses

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April 21

- Submit full financial statements, footnotes, RSI, RSSI, consolidating financial statement supporting schedules, trial balances, and intra-Commerce TSRs to auditors
- **Send to OMB the Department's BS, SNC, and SBR**

April 24

- Submit consolidated fluctuation analyses, net position analyses, and tie-points reports to auditors